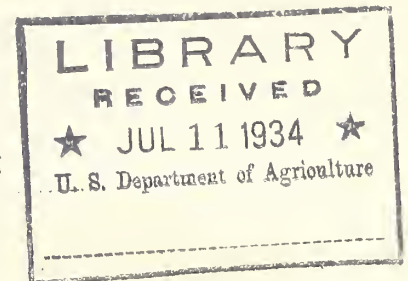


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Bi-1338

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.



July 2, 1934

GENERAL ORDERS FOR THE REORGANIZATION OF THE
BUREAU OF BIOLOGICAL SURVEY

In order to bring about a more complete coordination between the functions and the objectives of the Bureau of Biological Survey, the following changes within the various Divisions designated are ordered into effect with the beginning of the current fiscal year.

Division of Game Management

The Division formerly known as the Predatory Animal and Rodent Control Division will be entitled the Division of Game Management. Its former functions of rodent and predator control will remain intact and added to its duties will be those services and all the personnel formerly engaged in the work of law enforcement and custodianship of the Federal refuges, except such personnel as may be necessary for the new Division of Public Relations established by this order and for the expansion here provided of the Division of Administration. Bureau agents known as game protectors and superintendents of refuges will look to the Game Management Division for future instructions.

Under the newly organized Division of Game Management the United States will be divided for efficient administration of the work into 8 to 12 regions, over which will be placed as many individuals, known as regional directors, answerable to the head of the Division. Under the direction of each regional director and answerable to him will be such field agents, refuge custodians, and patrol officers as may be required to best serve those States included in any particular region.

At as early a date as is practicable all the regional directors will be assembled in Washington and instructed in the new duties, responsibilities, and activities designed for a more complete coordination of the services of the Biological Survey to the public.

At a later date and place to be designated as regional headquarters, each regional director will assemble the personnel under his direction, at which time the regional director, aided by representatives of the Washington Bureau, will acquaint the regional field men with the objectives of the enlarged Bureau service. Instructions for the meetings of the regional directors and game-management field agents will be issued by the head of the Game Management Division. Such conferences shall become a regular part of the year's work, and a carefully studied program will be prepared under the direction of the head of the Division.

Mr. Stanley P. Young will head the Division of Game Management.

Division of Public Relations

A division to be known as the Division of Public Relations will consolidate and take over all the services formerly rendered by the Office of Editorial and Informational Work and the Office of Exhibits, Photographs, and Publication Distribution. The new Division will be responsible for the editing of all manuscripts for official and outside publication, written either by or for members of the Bureau, for all press and radio release, and for the creation and distribution of exhibits, photographs, and bulletins. Added to the services formerly performed by these sections will be the responsibility for the handling of all Bureau correspondence with increased promptness and efficiency, under such regulations as the head of the new Division may prescribe, subject to approval by the Bureau Chief. It will be the duty of this Division to see that the Department rule is enforced requiring that all writings by employees of the Bureau intended for publication outside the Bureau shall first be submitted for Bureau sanction, approval to be given or withheld by the Division of Public Relations, subject to review by the Bureau Chief on appeal.

A program of Bureau publications will be prepared under the direction of the head of the Division of Public Relations which will more adequately serve to keep the public acquainted with the accumulated facts and findings of the various scientific divisions of the Bureau and shall, with increased attention to the service both to the public and to the Bureau, prepare press and radio releases, which will properly acquaint the public with the activities of the Bureau. Such public exhibits, public speakers, radio broadcasts, and other activities as can best serve to disseminate the information and facts concerning wildlife conservation and restoration will be promoted and scheduled by this Division.

A program of invitation speakers important to the various phases of interest of the Bureau will be arranged to appear periodically before the staff of the Bureau at its regular meetings or at meetings called specially for the purpose. A closer acquaintance between the Bureau and the public is desirable and possible. This should be one of the objectives of this Division. The tremendous public interest that exists throughout the country may well furnish a much larger audience than has been served heretofore by the Survey.

Throughout the entire Bureau there has been assembled an accumulation of extremely interesting and valuable material that should be made available for public distribution. A schedule of needed publications, based on newly acquired information and the needs of the public, should be planned and the preparation of manuscripts and texts assigned to those most able to produce them.

The bulletins and text books of the Bureau can no longer be left to the haphazard and accidental inspiration of the individual members of the staff when and if they have the spare time. Such publications should not be the by-product of the Bureau but instead they must take their places among its major objectives.

To this end the routine work of divisions must be organized so that such competent scientists and commentators as Mr. W. L. McAtee, Dr. W. B. Bell, Dr. H. C. Oberholser, Maj. E. A. Goldman, and others may be relieved from routine duties and provided with facilities and time for the preparation of manuscripts in their chosen fields. Such changes within the divisions as are required to best accomplish this end will be ordered by the heads of the divisions, subject to the approval of the Bureau Chief.

Col. H. P. Sheldon will head the Division of Public Relations.

Division of Administration

The Division of Administration, having suffered from lack of adequate man power, will be amplified both as to personnel and duties. This Division will have the responsibility, subject to the approval of the Chief, for adjusting the funds to the costs and expenditures of the Bureau and the needs of the various divisions. It shall be responsible to the Chief for all accounts, records, and supplies, and for all expenditures made by the Bureau and its personnel in connection with Bureau activities. It will be among the duties of the head of this Division to report to the Chief any failure, delinquency, or unnecessary delay in the performance of duty that may occur in the various branches of the service, and to keep a check on projects undertaken or recommended for action. Promptness and efficiency in all activities of the Biological Survey must attain a much higher degree of proficiency, and to the Division of Administration falls the duty of raising and maintaining this important standard. This Division will also continue all its previous lines of work.

The records of the Biological Survey, including the maps, charts, reports, and many valuable commentaries and files important as references to the entire Bureau, should be brought together and made available and more readily accessible through the agency of a centralized Bureau Filing Section to be maintained under the direction of the Division of Administration.

An examination of the independent files distributed throughout the various divisions and sections of the Bureau discloses a lamentable duplication and waste of floor space and clerical services, while much of the material valuable for general reference to the Bureau has remained inaccessible.

The centralized filing system will become increasingly practical as the Bureau becomes again united in contiguous quarters. Those daily working files of the divisions that will be required in the immediate offices of the various divisions will of course be maintained as formerly. The readjustment of the Bureau filing system must be obtained by a gradual process, and the progress will be dictated by convenience.

The first effort toward a concentration of the files will be made with the data that will be accumulating rapidly on the new refuges to be acquired and on the old refuges and field projects that must undergo rehabilitation.

Example: The Bureau files should contain for each refuge all the maps, charts, and investigators' reports pertaining to that area. The total accumulation of data for each refuge should show everything that has been reported on that subject, both within the Bureau and outside the Bureau, and no file of any refuge should be considered complete until all the records of the past have been collected and completed studies and plans for future development have been made and adopted by the Bureau.

Those division heads who are reluctant to entrust their individual filing systems to a central Bureau may, I trust, find that the ready accessibility and added service of the unified system outweigh their present prejudices.

Mr. W. R. Dillon will head the Division of Administration.

Migratory Waterfowl Division

A new Division in the Biological Survey is hereby established to have as its specific responsibility the establishment and maintenance of a National Migratory Waterfowl Program. This Division shall be known as the Migratory Waterfowl Division, and Mr. J. C. Salyer, recently of the Michigan University Research Department, will be its head. A careful and thorough planning of refuges already owned and those to be acquired during the year and in the future are among the crying needs, both for the efficient functioning of the Bureau in the interests of the migratory birds and in the interests of the public and the sportsmen.

The immediate emergency acquisition program brought about by the allocation of special funds for refuge purposes, drought relief, and sub-marginal-land retirement will constitute a considerable part of the work of the Bureau in the immediate future. The prospect of an annual fund from the sale of migratory-waterfowl hunting stamps for the purchase and maintenance of refuges requires the preparation of a continuing program. Added emergency personnel during the period of examination and acquisition will have to be established out of funds provided for cost of acquisition.

Plans for a national refuge-acquisition program must be followed by a studied use and maintenance plan for each refuge. A staff of refuge custodians trained in the requirements for adequate maintenance, service, and usage best adapted to the full utilization of the refuge principle must be forthcoming. These objectives will constitute the responsibility of the Division of Migratory Waterfowl.

Note: Unless by specific order, all present-owned migratory waterfowl refuges will remain under the supervision of the Game Management Division.

Cooperation of all divisions of the Bureau is requested in the effort to make a record of efficiency in the refuge-acquisition program.

Other Divisions

Other divisions of the Biological Survey will remain for the present as now constituted.

Essentials of Wildlife Restoration

The economic returns from game management and wildlife conservation have never been adequately estimated or set forth. A large field of educational service lies in that direction. The fur resources of the United States have suffered an almost complete denudation compared with the potentiality of production. The economic returns for this branch of the service are far greater than the public realizes.

Restoration of environment conducive to wildlife is the chief secret of its restoration. Within the Bureau are the potential agencies for the promotion of an active national movement toward restoration. It should be the duty of this Bureau to see that the knowledge and approved methods for such public activities are provided. This Bureau should take the lead in extending its services to all State educational institutions and conservation organizations that may be able to cooperate in a national restoration program. To this end it is proposed that the Bureau study the question of peripheral contacts, with the objective, when funds are available, of projecting its research and administrative work to the various regions and States of the Union.

A handwritten signature in dark ink, appearing to read "J. H. Darling". The signature is fluid and cursive, with a large loop at the beginning and a trailing flourish at the end.

Chief.

